

City of Santa Clara
INTERNATIONAL EXCHANGE COMMISSION
Minutes of the March 6, 2007 meeting

COMMISSIONERS PRESENT: Chair Heidi Kozlowski, R. Rushton Hurley, Maria Jensen,
Jim Mathre, Eugene Mirabella, Peter Yoon

COMMISSIONERS ABSENT: Bea Costa

CITY STAFF: Dan Beerman, Staff Liaison

VISITORS: Andrew Ratermann, SCA
Julian Phillips, Citizen

1.) Recommendation for Council Action – To refer to the City's budget process the International Exchange Commission's Fiscal Year 2007-2008 budget in the amount of \$9281.00

International Exchange Commission Budget		
	FY 06-07	FY 07-08
SCI Annual Conference-1 delegate (from SCA) - July	\$ 750	\$ 750
Annual dues to Sister Cities International	\$ 800	\$ 877
SCI annual Conference-1 Councilmember, 1 Commissioner-July	\$ 2,220	\$ 2,220
Gifts and promotional items	\$ 750	\$ 750
Postage for SCA mailings	\$ 384	\$ 384
2 Commissioners attending Statewide conference	\$ 300	\$ 300
Student scholarships.	\$ 2,500	\$ 2,500
Host delegations from Sister Cities.	\$ 1,500	\$ 1,500
Total	\$ 9,204	\$ 9,281

2.) Recommendation for Council Action – To shift \$1,000 from current FY 06/07 budget item "*Host delegations from Sister Cities*" to item "*Student Scholarships*" for specific use in upcoming Youth Exchanges subject to Sister Cities Association Agreement.

Chair Kozlowski called the meeting to order at 7:03 P.M.

I. Roll Call

All present except Costa.

II. CORRECTION/APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of February 6, 2007 were approved as amended – change no meeting comment from January to July. (Jensen / Yoon).

III. CORRESPONDENCE/COMMUNICATIONS

Staff received a request from Gizu, Korea concerning possible Sister City affiliation. Staff replied with the guidelines.

IV. PUBLIC PRESENTATIONS

Julian Phillips introduced himself and about donating time for Sister City activities. He was encouraged to apply for a future IEC opening.

V. SISTER CITIES REPORT

SCA President Andy Ratermann provided the SCA report for the month of March. SCA Budget Review is in progress and is not ready for presentation to the IEC. Izumo youth will visit this month (March).

VI. NEW BUSINESS

A. NorCal Conference Reports

Mirabella previously provided an oral report.

B. SCI Annual Conference

Yoon to be the IEC representative to the Ft. Lauderdale, Florida SCI conference July 18-21 (Hurley / Mirabella). Mirabella to be the alternate/2nd delegate if the Council does not send a delegate (Hurley / Mathre). Mathre and Kozlowski also expressed interest in attending the conference. Staff to contact the Council about possible attendance.

Commission to allow the SCA to use the \$750 allocated for SCA attendance to the SCI Conference to, instead, send a youth delegate to the SCI Youth Conference. Motion to approve the request (Hurley / Mirabella).

C. Budget Discussion: Present & Future

Commission voted to shift \$1,000 from item “*Host delegations from Sister Cities*” to item “*Student Scholarships*” in current FY 06/07 budget for use in upcoming Youth Exchanges subject to agreement with SCA (Hurley / Mathre).

Mathre presented a proposed FY 07-08 budget that showed a \$77 increase to cover the rise in annual Sister Cities International dues and reductions in other line items to have a flat budget.

Commission voted to increase FY 07-08 budget to fully cover SCI Dues from \$800 to \$877 with no changes in other line items for a budget total of \$9, 281. Line items are to be used as guidelines for expenses (Hurley / Jensen).

Commission to host an event for the upcoming visit of high school students from Izumo in March/April. Jensen volunteered to coordinate the IEC hosting of a dinner for the upcoming Izumo youth visit. \$800 for the event will come from the remaining FY06/07 budget items: “*Host delegations from Sister Cities*” and the unused “*2 Commissioners attending statewide conference*”. The dinner will be held Friday March 29th. Invitations will be extended to exchange kids, host families, IEC/SCA members, and Council. An informational Agenda Report will be prepared for Council highlighting all the upcoming exchange activities. (Jensen / Yoon)

Staff was requested to contact the Cultural Advisory Commission (CAC) about gift ideas, perhaps by local artists.

VII. OLD BUSINESS

A. Other Exchange Activities and Proposals

1. Coimbra Update:
None.
2. Izumo Update:
None.

VIII. COMMISSIONER REPORTS

Hurley recently led a high school Japanese Language group to Japan.

IX. COMMISSION ACTION ITEMS

Commissioner	Action	Date Due
All	Consider info for Pending Activities Calendar	Open
All	Visitor Gift Ideas	Open
Staff	Contact Costa about absences	4/03/07
Staff	Contact Costa about attending the Ethics class	4/03/07
Staff	Notice to Council about SCI Conference attendance	4/03/07
Staff	Contact Great America about tickets for hosting use	4/03/07
Staff	Submit IEC mailing addresses to SCI for mailings	4/03/07
SCA	To submit a financial report to the IEC	4/03/07
Yoon	To submit SCI Conference expenses to Staff	4/03/07
Staff	Contact CAC about Gift Ideas	4/03/07
Jensen	To organize the IEC dinner for the Izumo Youth visit	4/03/07
Mathre	To submit IEC minutes early for Budget request to Council	3/10/07

X. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, April 3, 2007 at 7 PM in the City Manager's Staff Conference Room.

The meeting was adjourned at 8:33 PM (Mirabella / Hurley).

Respectfully submitted,

Jim Mathre, Recording Secretary